

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

April 10, 2018, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Fink, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Corporation Counsel Kimberly Nass; Dodge County Sheriff Dale Schmidt; Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Clearview Director of Financial Services Bill Wiley; Emergency Management Director Amy Nehls; Physical Facilities Director Russ Freber; Land Resources and Parks Director Bill Ehlenbeck; Dodge County Treasurer Patti Hilker; ERP Project Director Ross Winklbauer; County Board Chairman Russell Kottke; County Board Supervisor Jeff Berres; County Board Supervisor Richard Bennett; President of the Dodge County Fire Chiefs Association Chief Eric Howlett; Horicon Bank Representative Fred Schwertfeger; Horicon Bank Representative Al Schwab; Horicon Bank Representative Paul Huebner; Horicon Bank Representative Bob Van Kiki; Horicon Bank Representative Neal Solanki; US Bank Representative Andrew Smith; US Bank Representative Nick Whittun; and citizen member Jeffrey Schmitt.

Horicon Bank President Fred Schwertfeger appeared before the committee requesting the Finance Committee to give consideration to the Horicon Bank request for proposal for banking services for Dodge County. Mr. Schwertfeger commented that a letter has been prepared listing reasons why Dodge County should reconsider Horicon Bank for banking services, and some of those reasons are Horicon Bank met the Request for Proposal (RFP) criteria, are active members in Dodge County, and supported the economic partnership between Dodge County and Jefferson County.

Motion by Benter, seconded by Fink to approve the March 13, 2018 minutes, as presented. Motion carried.

County Administrator Jim Mielke provided a brief oral report to the Committee regarding the allocation of County Funds to the Dodge County Fire Chiefs Association for the purchase of equipment for water rescue and recovery efforts. Mr. Mielke reported that the 2018 Dodge County Budget includes a \$40,000 allocation of County Funds for the purpose of reimbursing the Dodge County Fire Chiefs Association for the purchase of equipment for water rescue and recovery efforts. Mr. Mielke further reported that President of the Dodge County Fire Chiefs Association Chief Eric Howlett has supplied Dodge County with the required itemization of the equipment to be purchased in the year 2018, and this list was included in the Finance Committee packet materials. Mr. Howlett also provided the Committee with a document entitled *Dodge County Aquatic Rescue, 4/8/2018*, and the Dodge County Fire Chiefs Association minutes from their March 27, 2018 meeting. Motion by Guckenberger, seconded by Benter to authorize the reimbursement in an amount not to exceed \$40,000.00, to the Dodge County Fire Chiefs

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Association, for the purchase of equipment for water rescue and recovery efforts. Motion carried.

ERP Project Director Ross Winklbauer provided a brief update on the ERP Project. Mr. Winklbauer reported that Tyler Munis representative Sidney Wade was onsite the end of March 2018 to begin the fundamental review of each module, which included chart of accounts, budget, and project and grants. Mr. Winklbauer further reported that Mr. Wade will be onsite the week of April 16, 2018 to review accounts receivables, capital assets, cash management, and analysis sessions will begin in May of 2018. Mr. Winklbauer commented that he has received positive feedback from departments regarding the fundamental reviews.

Finance Director Julie Kolp provided a brief oral report to the Committee regarding a Resolution Authorizing the Combining of Payroll Groups. The Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Ms. Kolp reported that Dodge County currently has four (4) payroll groups, and the Resolution authorizes the combining of the four (4) payroll groups into one (1) payroll group. Motion by Guckenberger, seconded by Benter to approve the Resolution, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

The Resolution for the Authorization to Engage U.S. Bank to Provide Banking Services for Dodge County was presented to the Finance Committee for its review and approval. Supervisor Frohling commented that Dodge County Treasurer Patti Hilker provided memos entitled *Outline of Process Used to Request Proposals for Banking Services January 2018-March 2018*, and *Bank Change Proposed for Dodge County April 10, 2018*, and these memos were included in the Finance Committee packet materials. Mr. Mielke reported that the Request for Proposal (RFP) submission deadline was March 2, 2018, and the Evaluation Team, comprised of himself, the Dodge County Treasurer Patti Hilker, County Board Chairman Russell Kottke, Finance Director Julie Kolp, and Corporation Counsel Kimberly Nass reviewed the RFP's. Mr. Mielke further reported that the team was pleased with the number of responses, and recommends engaging with U.S. Bank to provide banking services for Dodge County. Mr. Mielke commented that he respects the comments made by Horicon Bank, and he thanked them for their service in Dodge County. Supervisor Guckenberger asked Ms. Hilker for reasons why the team chose U.S. Bank. Ms. Hilker answered two (2) important reasons for choosing U.S. Bank was they have experience with Tyler Munis, and their implementation plan is an 8-week plan, which is a quick turnaround, but this process needs to be completed in a timely manner and correctly. Supervisor Guckenberger asked if the references that were supplied by U.S. Bank were contacted. Ms. Hilker responded yes, and the references she contacted were Dane County, Eau Claire County, and Marathon County. Supervisor Guckenberger voiced his concerns with choosing U.S. Bank rather than a local bank. Ms. Kolp commented that U.S. Bank has provided great support with the purchase cards. Ms. Nass commented that some other factors in recommending U.S. Bank was their higher earnings credit, their personal phone support, and U.S. Bank has experience with Tyler Munis in regards to county operations. U.S. Bank Representative Andrew Smith commented that U.S. Bank works with government agencies, and the 8-week timeline is aggressive, but can be made. U.S. Bank Representative Nick Whittun commented that U.S.

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Bank is continuously moving forward with new technology and automation. Supervisor Fink and Supervisor Schaefer commented that they support the local banks. Supervisor Benter suggested that Dodge County may want to consider taking proposals as recommended to Dodge County. Motion by Benter, seconded by Frohling to approve the Resolution to Authorize the Engagement with U.S. Bank to Provide Banking Services for Dodge County. Mr. Mielke voiced his concerns with how to move forward in regards to proposal policies, and he commented that Dodge County needs to follow the direction of the policy makers. Citizen member Jeffrey Schmitt commented an element that was missing was that a member of the Finance Committee was not a part of the decision making on the banking proposal. Ms. Hilker stated she stands by the decision of choosing U.S. Bank. Supervisor Frohling called the question and the motion failed Ayes – 2 (Benter, Frohling) and Noes - 3 (Fink, Guckenberger, and Schaefer). The Committee continued with a discussion on how to proceed. The Committee made the decision to schedule two (2) meetings, with a meeting to be held on April 17, 2018, following the completion of the County Board meeting, for the purpose of reviewing and discussing the RFP's for banking services and evaluation criteria, and a meeting to be held on April 20, 2018, at 10:00 a.m., for interviewing the top four (4) banks for the purpose of gathering more information. Ms. Hilker will contact the four (4) banks to notify them of the upcoming interviews. Supervisor Frohling commented that the banks will be notified of the additional information Dodge County is requesting prior to the April 20, 2018 interviews.

The Resolution Amending Rule 29 of the *Rules of Order Governing the County Board of Supervisors of Dodge County, WI* was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$7,500. Ms. Nass reported that the fiscal impact in the amount of \$7,500 is an estimation, assuming each supervisor attends five (5) committee meetings per session, with an average of \$10.00 in mileage. Ms. Nass further reported that a session is April to April, and it is not relevant for the fiscal note. Ms. Kolp commented that a fiscal year represents a calendar year. It was a consensus of the Committee to approve the Budget Impact in the amount of \$7,500, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried. Ms. Nass will provide a memo to be included with the Resolution.

The Resolution Recognizing Grant Award to Address Opioid Misuse was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$35,000. It was a consensus of the Committee to approve the Budget Impact in the amount of \$35,000, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Dodge County Sheriff Dale Schmidt provided a brief oral report to the Committee regarding a vehicle lease for the Dodge County Sheriff's Office. Sheriff Schmidt reported that the vehicle was going to be leased through Countryside in Beaver Dam, Wisconsin, but GM Financial had issues with leasing to a municipality. Sheriff Schmidt further reported that Countryside bought the vehicle, and donated the vehicle to the Dodge County Sheriff's Office.

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Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper provided a brief update to the Committee regarding Client Billing and Collection. Ms. Monica Hooper reported that the Human Services and Health Department have completed the February billing run, and will begin the March 2018 billing run the week of April 9, 2018. Ms. Monica Hooper further reported that the Joxel Group was onsite in March of 2018, and will be back onsite in April 2018. Supervisor Guckenberger asked why vouchers are being paid to Netsmart. Ms. Monica Hooper answered that the engagement comes from Netsmart, but it is for the Joxel resources.

Ms. Hilker provided a brief oral report to the Committee regarding DANA Investments. Ms. Hilker reported that she provided a memo in the Finance Committee packet materials regarding her meeting with DANA Investment Advisors. Ms. Hilker further reported that she has asked DANA representatives to attend the May 2018 Finance Committee meeting. Ms. Hilker commented that she is unable to provide the most current County Investment Report to be included in the Finance Committee packet materials, therefore, she will provide the prior month report to the Finance Committee to be included with the packet materials.

Ms. Nass provided a brief oral update to the Committee regarding the IRS Penalty. Ms. Nass reported that on April 9, 2018, Dodge County received, by mail, what appeared to be a computer generated notice from the IRS stating that Dodge County still owes money, but the letter did not reference the appeal. Ms. Nass further reported that she has been in contact with Zetley Law Office regarding the IRS letter. Ms. Nass recommended that the IRS Penalty continue to be an item on the Finance Committee future agendas.

Clearview Director of Financial Services Bill Wiley provided a brief oral report to the Committee regarding the 2017 Clearview Budget Amendment. Mr. Wiley reported that on February 21, 2018 the Dodge County Board of Supervisors passed Resolution 17-81 amending the 2017 Dodge County Clearview Budget, but in April 2018, an issue was discovered on the revenue portion of Exhibit A of Resolution 17-81. Mr. Wiley further reported that revenues were posted inversely as to what was intended, therefore the negative numbers increased the revenue lines, and the positive numbers decreased the revenue lines. Mr. Wiley reported that a revised Exhibit A was included in the Finance Committee packet materials. Ms. Kolp commented that the original Exhibit can be voided and re-entered as intended.

Resolution 17-80 Authorizing Creation of Enterprise Resource Planning (ERP) Project Director Position and Appointment of Project Director was presented to the Finance Committee for information purposes only. Ms. Kolp reported that Resolution 17-80 was passed by the Dodge County Board of Supervisors on February 21, 2018, and authorized a transfer of funds from the 2018 Finance Department Budget to the 2018 Information Technology Department Budget, and the Fiscal Note sets forth a Budget Impact in the amount of \$0.

Ms. Hilker provided a brief oral report to the Committee regarding the Statement of the Dodge County Treasurer. Ms. Hilker reported that the February 2018 receipts are high due to the payments received from real estate taxes, and in February 2018, Dodge County invested more than redeemed.

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Ms. Kolp reported that the Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only. Supervisor Guckenberger asked why \$1.8 million was disbursed from Computer Equipment as requested by the Information Technology Department. Ms. Kolp answered that the current software is unable to allow detail tracking, and the accounts were created to track the ERP project.

- Adult Protective Funding – Human Services and Health Department;
- Move Client from Clearview Behavioral Health to a High Cost Center – Human Services and Health Department;
- Immunization Coalition Grant – Human Services and Health Department;
- Contract Costs – Human Services and Health Department;
- Redistribution to newly created accounts to provide reconciliation efficiency – Segregation of Projects – Information Technology;
- DATCP Producer-Led Watershed Protection Grant – UW-Extension;

There was no discussion on the Dodge County Vouchers \$10,000 or More Report.

There were no Committee Reports.

Mr. Mielke suggested that a review of purchasing policies be an agenda item for discussion at the next regular Finance Committee meeting.

A special meeting is scheduled for Tuesday, April 17, 2018, at 12:30 p.m., or immediately following the completion of the County Board meeting, in Room 4B, located on the fourth floor of the Administration Building.

A special meeting is scheduled on April 20, 2018, at 10:00 a.m., in Room 4B, located on the fourth floor of the Administration Building.

The next regular meeting is scheduled for Tuesday, May 8, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:40 a.m.



Ed Benter,
Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.